

## **KASEY D. SEXTON**

8806 Springhill Rd.  
Alexander, AR 72002  
(501) 316-2978  
(501) 837-1979  
[kdsexton@ualr.edu](mailto:kdsexton@ualr.edu)

---

### **Objective**

To find an entry-level position requiring skills in written communication or in a computer related environment.

### **Education**

University of Arkansas at Little Rock  
College of Rhetoric and Writing  
College of Information Science and Systems Engineering

- Majors: Professional and Technical Writing and Computer Science
- Expected Graduation Date: December of 2004
- Present Grade Point Average: 3.0 (of 4.0)

### **Qualifications**

- Twenty-four hours in technical writing including a 3 credit hour course on editing and proofreading; currently enrolled in a 3 credit hour course on writing on the web
- 7 years experience in customer service (i.e. via phone and in person)
- 2 years experience in responding to website inquiries
- 6 months experience working with Photoshop
- Ability to maintain a website (6 months experience)
- Excellent written and verbal communication skills
- Ability to work in a team oriented atmosphere
- Ability to work with office machinery (e.g. fax machines, copiers, printers)

### **Employment**

*Part-time employer, Clarkliff, Little Rock, AR  
June 1995 – August 1995*

- Performed data entry
- Assisted with clerical duties (i.e. faxing, filing, copying)

*Part-time Secretary II, Arkansas Game & Fish Commission, Little Rock, AR  
December 1995 – July 2003*

- Maintain and monitor webmaster email
- Provide customer service
- Research and delegation of mail outs

- Respond in writing to letters of inquiry
- Answer phones and provide answers regarding hunting, fishing, and boating
- Assist at the agency multi-line switchboard when receptionist is not available
- Help in the production of the Arkansas Game & Fish fishing report
- Perform clerical duties as assigned

*Lab Aide, University of Arkansas at Little Rock: Computer Science Department  
June 2001 – August 2001*

- Replaced damaged hardware with new hardware on lab computers
- Installation of software on lab computers
- Responsible for closing and opening the lab for students

*Writing tutor, University of Arkansas at Little Rock: Rhetoric and Writing  
Department (The Cyberspace Project - <http://www.ualr.edu/%7Ecyberspace/>)*

*August 2002 – present*

- Serve as a writing tutor for junior high, high school, and community college students via the Internet

*Direct Web Advertising, Little Rock, AR*

*October 2002 – present*

- Maintain a variety of websites using Dreamweaver MX
- Consult with clients about their needs for a website
- Manipulate or produce images using Adobe Photoshop

### **Computer Skills**

- Languages – C++ (medium), Java (fair), Cobol (fair), Lisp (fair), Assembly Language (fair), SQL (fair), HTML (fair to medium), ASP (fair), XML (fair), CGI (fair)
- Programs – Microsoft Word 95 – XP (medium to excellent), Microsoft Outlook (medium to excellent), Adobe Acrobat Reader (medium), Microsoft Power Point (medium), Dreamweaver (1 year experience), Microsoft Excel (fair), VPASP (medium), PhotoShop (fair to medium – 6 months experience), Fireworks (fair), QuarkExpress (fair)
- Systems – Windows 95/98/2000/XP (medium to excellent), Vax (fair), Linux Mandrake (fair), DOS (fair)

### **Additional Information**

- Tuition 100% self-financed
- Did volunteer work for a local political campaign, 2000
- Did volunteer work for the Arkansas Game & Fish Foundation, 2002